



**City of Willoughby Hills**  
**Planning and Zoning Commission**  
&  
**Architectural Board of Review**



**Agenda**

**February 6, 2019**

**CALL TO ORDER:** 7:00 P.M.

Roll Call: Chairman Tom Elliott, Vice Chairman John Lillich, Mayor Andy Gardner,  
Council Representative Michael Kline, Jonathan Irvine, James Shannon and Ron Lewis, Jr.

Clerk: Katherine Lloyd.

**Correspondence:**

- Letter dated 12/12/19 from Jay Romer, Brymma Willoughby Hills RE: Authorization Letter for PNC ATM Application, 27297 Chardon Road, Willoughby Hills.
- Email dated 1/16/20 from City Engineer DiFranco RE: Email of 1/3/20 re-sent to PCABR members for Hearing and Final Preliminary Review on 2/6/20 for Conditional Use Permit for a Freestanding ATM at 27291 Chardon.
- Email dated 1-15-20 from Gloria Majeski RE: City Hall Roster and the City Roster - updated 01152020
- Email dated 1-24-20 from Gloria Majeski RE: City Hall Roster and the City Roster - updated 01242020
- Email dated 1/24/20 from Asst. City Engineer Trepal RE: approval - 24 FT x 24 FT Attached Garage Addition at 35155 Chardon Rd
- Email dated 1/29/20 from Asst. City Engineer Trepal RE: Approval of permanent and temporary signage for the Harvest Community Church at 36400 Maplegrove Rd.
- Email dated 1/30/20 from Asst. City Engineer Trepal RE: approval - new house at 2496 Dodd Rd
- Email dated 1/30/20 from Asst. City Engineer Trepal RE: approval - new house at 2283 Rivers Edge Dr.
- Email dated 1/30/20 from Asst. City Engineer Trepal RE: signage package for the Natural Soap Lab at 2749B S.O.M. Center Rd.

**Disposition of Minutes:** January 16, 2020

**PUBLIC HEARING**

1. Jay Romer  
Agent/Contractor: PNC Bank Tenant, 27297 Chardon Rd.  
Architect: TBD  
Engineer: Ryan Balko  
**27291 Chardon Rd. – Application for Conditional Use Permit for a Freestanding ATM**  
- **PPN: 31-A-008-0-00-026-0**  
Plans received by City Engineer 11/26/19  
Plans reviewed by City Engineer 12/5/19

## **ARCHITECTURAL BOARD OF REVIEW**

### **Public Portion**

1. Keith Nickoson  
Agent/Contractor: N/A  
Architect: N/A  
Engineer: N/A  
**35155 Chardon Rd. – 24 FT x 24 FT Attached Garage Addition - PPN: 31-A-011-D-00-007-0**  
Plans received by City Engineer 123/20  
Plans reviewed by City Engineer 1/24/20
  
2. Harvest Community Church  
Agent/Contractor: N/A  
Architect: N/A  
Engineer: N/A  
**36400 Maple Grove Rd. – Permanent and Temporary signage - PPN: 31-A-012-D-00-032-0**  
Plans received by City Engineer 1/28/20  
Plans reviewed by City Engineer 1/29/20
  
3. Talun Thomas  
Agent/Contractor: TBD  
Architect: ProBuilt Homes  
Engineer: Barrington Consulting  
**2496 Dodd Rd – New Single Family Home - PPN: 31-A-010-F-00-005-0**  
Plans received by City Engineer 1/30/20  
Plans reviewed by City Engineer 1/30/20
  
4. Nick and Amy DeBaltzo  
Agent/Contractor: TBD  
Architect: ProBuilt Homes  
Engineer: Barrington Consulting  
**2383 Rivers Edge Dr. – New Single Family Home - PPN: 31-A-017-C-00-020-0**  
Plans received by City Engineer 1/30/20  
Plans reviewed by City Engineer 1/30/20
  
5. Natural Soap Lab  
Owner: 34900 Chardon LLC  
Agent/Contractor: N/A  
Architect: N/A  
Engineer: N/A  
**2749B S.O.M. Center Rd. – Review A: Signage Package - PPN: 31-A- 004-0-00-022-0**  
Plans received by City Engineer 1/27/20  
Plans reviewed by City Engineer 1/30/20

6. Natural Soap Lab

Owner: 34900 Chardon LLC

Agent/Contractor: N/A

Architect: N/A

Engineer: N/A

**2749B S.O.M. Center Rd. – Review B: Signage Package - PPN: 31-A- 004-0-00-022-0**

Plans received by City Engineer 1/27/20

Plans reviewed by City Engineer 1/30/20

## **PLANNING COMMISSION**

### **Public Portion**

1. Jay Romer

Agent/Contractor: PNC Bank Tenant, 27297 Chardon Rd.

Architect: TBD

Engineer: Ryan Balko

**27291 Chardon Rd. – Final Review for Conditional Use Permit for a Freestanding ATM**

**- PPN: 31-A-008-0-00-026-0**

Plans received by City Engineer 11/26/19

Plans reviewed by City Engineer 12/5/19

### **Unfinished Business**

### **New Business**

### **Mayor's Report**

### **Council Representative's Report**

### **Building Commissioner's Report**

### **Chairman's Report**

### **Adjournment**